

ACCOUNTING SUPERVISOR (GRANTS ACCOUNTANT)

POSITION VISION

Plans, directs, and participates in the activities and the financial operations of the city's CDBG, HOME, and Section 8 Program. This position coordinates assigned activities with other Housing Agencies and non profit agencies and provides administrative support to the Community Assistance Manager.

RESPONSIBILITIES

- ~ Sets up, maintains and reconciles a variety of ledgers and accounts for the Community Development Block Grant (CDBG) program, HOME program, and Section 8 Housing Assistance Program; examines all financial transactions to ensure accuracy; corrects financial records as necessary.
- ~ Coordinates several functions of grant funds administration: reviews subrecipient proposals, monitors compliance and insures proper accounting procedures.
- ~ Develops and directs the process for monitoring non-profit subrecipient contractors.
- ~ Assists in Single Audit of federally funded programs and monies.
- ~ Creates and maintains accounting systems as required to comply with various governmental agency guidelines, policies and procedures; prepares reports required by Federal agencies and auditors.
- ~ Prepares and maintains a variety of accounting systems including general ledger, accounts payable, accounts receivable, payroll, fixed assets, petty cash, and accounting systems.
- ~ Prepares and reviews computer input data (using both City and Federal computer systems) for monthly financial reports.
- ~ Prepares annual financial statements, budgets and requisitions for the Section 8 Program.
- ~ Develops, implements and monitors the general fund budget for the Community Assistance Office.
- ~ Evaluates and approves requests for funds and transfers of funds.
- ~ Provides assistance to City staff regarding accounting principles and procedures.
- ~ Prepares and submits monthly analysis of expenditures and revenues.

QUALIFICATIONS

Requires a Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration or a related field and two or more years of responsible professional-level accounting experience is required. Government finance and/or grants accounting experience is preferred. Experience with federal grants (i.e., CDBG/HOME/Section 8) is highly desirable. Requires extensive knowledge of accounting principles, practices, and applications. Ability to interpret and implement authoritative pronouncements dealing with accounting principles. Extensive knowledge, experience and proficiency with computerized financial systems and Microsoft Office Suite. Ability to prepare and maintain a variety of accounting systems including general ledger, accounts payable, accounts receivable, payroll, fixed assets, petty cash, and accounting systems; prepare and review computer input data for monthly financial reports; prepare annual financial statements, budgets and requisitions. Must have the ability to establish and maintain effective working relationships with co-workers and the general public. Must be committed to teamwork. Must have a shared commitment to quality in everyday work. Must demonstrate the willingness to assume ownership in completion of assigned tasks. Regular consistent attendance and punctuality are essential functions.

STATUS: Unclassified **DEPARTMENT:** Community Services